



Police Deputy Chief

General Information

Classification Code:	MGRSEN
Effective Date:	09/17/2022
Pay Grade:	D65
FLSA Status:	Exempt

Position Summary

The Deputy Chief serves as second-in-command and provides broad administrative oversight, philosophical leadership, and policy interpretation in assisting the Police Chief with management of the Police Department. Assists with ensuring that the police force is professional, trained, and disciplined. Advances and protects the interests of the city and its citizens in all matters. Performs other duties of a similar nature or level.

Classification Characteristics

The Police Deputy Chief is included in the Senior Manager/Senior Program Manager classification and manages and coordinates all activities related to assigned areas including the long-range program goals and objectives and allocation of resources. Senior Managers make interpretive decisions on behalf of the organization regarding the means for executing assignments. This position is responsible to interpret and carry out the programs or objectives.

The Deputy Chief is distinguished from the Police Lieutenant by the level of complexity, including the authority and responsibility of being second-in-command of the Springfield Police Department. The Chief of Police is distinguished from the Deputy Chief based on the latter's authority over all of the Police Department functions.

The Deputy Chief generally acts independently in accordance with general plans, policies and purposes of the department, unless otherwise provided direction from the Police Chief. Results of work are considered technically authoritative and are normally accepted without significant change. Acts in the capacity of Police Chief as needed.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Provides highly responsible and complex professional administrative and management support. Ensures policies, procedures, and programs are appropriately administered. Develops, implements, and evaluates goals, policies, procedures, systems, standards, reports, and work plans consistent with stated objectives, applicable laws, regulations, and Police Chief's directions, policies, and long-range goals.
- 2 Directs and manages assigned division lieutenants and staff to include hiring, termination, prioritizing and assigning work, conducting performance evaluations, ensuring that staff is trained, and that employees follow policies and procedures. Oversees daily operations of assigned divisions, budget development, and management. Maintains a healthy and safe working environment and appropriate staffing levels.
- 3 Oversees professional development of staff and provides guidance to subordinates on more difficult operations and administrative problems. Mentors and provides direction to managers and supervisors in accomplishing work plan goals and resolving employee relations issues.
- 4 Participates in collective bargaining and union negotiations as primary liaison for department. Oversee disciplinary processes. Works with human resources to respond to grievances and other related activities.

Essential Duties	
5	Represents the Police Department at various meetings including boards, task teams, community groups, organizations, citizens, government officials, and the news media. Serves on or provides support to a variety of committees, task forces, and advisory groups.
6	Coordinates operational activities, including local, state, and federal operations, with other City departments, outside agencies, private service providers, and the public, and represents the city to the public at these functions as required.
7	Serves as a member of the Police Department management team. Models respectful working relationships and creates a workplace that supports all employees; supports City leadership in successfully responding to the changing needs of a diverse organization and the commitment to equity and human rights.
8	Maintains current knowledge in latest police procedures and techniques by obtaining information, attending conferences and meetings, and collaborating with other law enforcement or related organizations. Sets performance standards, evaluates performance and effectiveness, and takes action for improvement.
9	Respond to serious or sensitive police scenes and assume command or assist the officer in charge. Review and investigate complaints against the department or personnel and recommend appropriate action as directed by Police Chief. Upholds the values of the organization and has strong customer service orientation.
10	Researches and prepares staff reports, Council agenda items, and action reports. May oversee major projects which support departmental infrastructure.
11	Subject to after-hour calls on a regular basis. Must have the ability to handle job stress and interact effectively with others in the workplace.
12	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
<p>Minimum Qualifications:</p> <p>Any combination of experience and training that would likely provide the required knowledge and demonstrated skills is qualifying. A typical way to obtain the knowledge and skills would be:</p> <ul style="list-style-type: none"> • Equivalent to a bachelor's degree from an accredited college or university in criminal justice, business, public administration, or a relevant field; or enrolled in an accredited four-year degree program w/ ability to obtain bachelor's degree in 24 months; Master's degree in a related field preferred. • Eight years of law enforcement experience with two years at the lieutenant or similar command level. <p><i>An equivalent combination of education and experience sufficient to successfully perform the essential duties of the classification as those listed above.</i></p>
<p>Licensing/Certifications:</p> <ul style="list-style-type: none"> • Per OAR 259-008-0010, must be able to meet minimum requirements for police officer. • Executive Certificate from the Oregon Department of Public Safety Standards and Training (DPSST) or the ability to obtain within twenty-four (24) months of appointment. • Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days. Must maintain acceptable driving record. • Pass Criminal Justice Information Services (CJIS) background requirements, including fingerprints within 30 days of hire. • Possession of or ability to obtain a Law Enforcement Data System (LEDS) certification and renewal every two years.

Qualifications

Technology Skills:

- Data base user interface and query software — Database software; Microsoft Access; National Crime Information Center (NCIC) database; public safety records management systems (Central Square, etc.)
- Helpdesk or call center software — Computer aided dispatch software
- Internet browser software — Microsoft Internet Explorer; Web browser software
- Map creation software — Crime mapping software
- Office suite software — Microsoft Office (Outlook, Windows, Word, PowerPoint, Excel, etc.)

Knowledge Required:

- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and workplace terminology.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Negotiation — Bringing others together and trying to reconcile differences.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Coordination — Adjusting actions in relation to others' actions.
- Time Management — Managing one's own time and the time of others.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Qualifications	
<ul style="list-style-type: none"> • <u>Complex Problem Solving</u> — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. • <u>Writing</u> — Communicating effectively in writing as appropriate for the needs of the audience. • <u>Instructing</u> — Teaching others how to do something. • <u>Management of Personnel Resources</u> — Motivating, developing, and directing people as they work, identifying the best people for the job. 	
Abilities: <ul style="list-style-type: none"> • <u>Integrity/Accountability</u> — The ability to conduct oneself in a manner that is ethical, trustworthy, and professional. Demonstrates transparency with honest, responsive communication. • <u>Problem Sensitivity</u> — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem. • <u>Oral Expression</u> — The ability to communicate information and ideas in speaking so others will understand. • <u>Inductive Reasoning</u> — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). • <u>Oral Comprehension</u> — The ability to listen to and understand information and ideas presented through spoken words and sentences. • <u>Deductive Reasoning</u> — The ability to apply general rules to specific problems to produce answers that make sense. • <u>Written Comprehension</u> — The ability to read and understand information and ideas presented in writing. • <u>Written Expression</u> — The ability to communicate information and ideas in writing so others will understand. • <u>Category Flexibility</u> — The ability to generate or use different sets of rules for combining or grouping things in different ways. • <u>Response Orientation</u> — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part. 	

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.			X		
Sitting					X	11-20 lbs.		X			
Walking – Even Surface			X			21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors				X	
Twisting		X				Outdoors			X		
Crawling		X				Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses		X			

Physical Requirements										
Balancing		X				Chemical Agents		X		
Reach – Overhead		X				Biological Agents		X		
Reach – Forward		X				Noise – Low			X	
Reach – Backward		X				Noise – Moderate		X		
Climbing – stairs		X				Noise – High		X		
Climbing - ladder		X				Low Light		X		
USE OF HANDS						Heat		X		
Grasping – whole hand			X			Cold		X		
Grasping – pinch grip			X			Restricted workspace		X		
Fine manipulation/feeling			X			Vibration – whole body		X		
Keyboarding				X		Vibration - extremity		X		
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls		X		
21-50 lbs.		X				Seeing				X
51-75 lbs.		X				Talking				X
76-100 lbs.	X					Hearing				X
						Extended work hours			X	

Classification History

2022.07 – Created

2022.09 – Revisions by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____